

General Instructions - Transfer of a WV/NPDES Permit

Documentation representing a written agreement between the existing permittee and the proposed new permittee that identifies a specific date for transfer of responsibility, coverage, and liability between the two parties must be submitted with the permit transfer form.

The attached forms are to be completed to the extent possible whether the transaction is a sale, lease or some other kind of agreement.

If the agreement represents a lease agreement, the permit responsibility and liability of the owner and operator must be documented.

Where to file:

Submit the completed two-page transfer form and supporting documentation to:

Division of Water & Waste Management
Attention: Permitting Section
601 57th Street SE
Charleston, WV 25304-2345



west virginia department of environmental protection

Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304
Telephone Number: (304) 926-0495
Fax Number: (304) 926-0496

Earl Ray Tomblin, Governor
Randy C. Huffman, Cabinet Secretary
www.dep.wv.gov

WRD 10-64N
Revised 02/2011

Date:

To: Department of Environmental Protection
Division of Water and Waste Management
601 57th Street, SE
Charleston, WV 25304-2345

This is to notify you that by agreement dated the _____ day of _____, 20____.
_____, in _____ County,
(Facility Name and Mailing Address)

West Virginia, which is currently owned and operated by _____,

Will be purchased by _____.
(New Owner Name and Mailing Address)

The above property is to be operated as _____
(Facility Name or Number)

and there will be full compliance with the terms and conditions of such permit, with the plans
and specifications submitted with the application for such permit and with the plan of maintenance
and method of operation of the activity submitted on or with such application.

It is requested that WV/NPDES General Water Pollution Control Permit No. _____
issued on _____ day of _____, 20_____, be transferred to the undersigned.

(SELLER)

(BUYER)

(Signature)

(Signature)

(Print or Type Name)

(Print or Type Name)

(Title)

(Title)

(Company Name)

(Company Name)

(Telephone)

(Telephone)

(Mailing Address)

(Mailing Address)

(Email Address)

(Email Address)

We will process your personal information (email address, mailing address and/or telephone number) in accordance with the State of West Virginia's Privacy Policy for appropriate and customary business purposes. Your personal information may be disclosed to other State agencies or third parties in the normal course of business or as needed to comply with statutory or regulatory requirements, including Freedom of Information Act requests. The Division of Water and Waste Management will appropriately secure your personal information. If you have any questions about our use of your personal information, please contact the DEP's Chief Privacy officer at depprivacyofficer@wv.gov.